

**PURPOSE**

To provide procedures for interstate supervision of a juvenile on parole or probation under the Interstate Compact for Juveniles (ICJ). This policy implements provisions in the ICJ by-laws and ICJ rules.

**DEFINITIONS**

Definitions are found in the [100](#) series ICJ rules.

**POLICY AND  
PROCEDURE****Transfer of  
Supervision to  
Michigan**

An ICJ home provider is not required to be licensed unless the juvenile has both an open ICJ case and an open foster care/adoption case from the sending state. If this occurs, the sending state must provide separate referrals under the ICJ and the Interstate Compact on the Placement of Children (ICPC). ICPC case documents may be used for information but may not be used to meet requirements of the ICJ. The same caseworker may service both cases or separate caseworkers may be assigned.

Caseworkers must discuss any issues revealed in the home evaluation with their supervisor and may refer to the resources at <https://www.juvenilecompact.org/> and in MDHHS policies:

- [ICM 150, Interstate Parole/Probation Procedures.](#)
- [ICM 160, Interstate Runaway, Escapee and Absconder Procedures.](#)
- [ICM 170, Interstate Compact for Juveniles Travel Permits.](#)

Caseworkers must use the Juvenile Interstate Data System (JIDS) including appropriate ICJ forms generated in the system. Staff requiring system access and training may contact ICJ staff.

Caseworkers or supervisors receiving an ICJ transfer of supervision via JIDS must open a case in MiSACWIS as a non-CPS intake with legal status 47.

Supervision is normally conducted by juvenile justice specialists; however, any service specialist may provide ICJ supervision if approved by their supervisor, granted access, and provided JIDS training.

Caseworkers must follow the [400](#) and [500](#) series ICJ rules regarding referral, case supervision, approval or denial of home evaluation reports, reporting and case closure.

Supervision of ICJ juveniles is conducted in the same manner for probation or parole cases.

Supervision includes but is not limited to:

- Contacting the juvenile and completing the ICJ home evaluation.
- Reviewing referral probation/parole instructions with the juvenile and the adult(s) in the home.
- Face-to-face visits conducted each calendar month.
- Monitoring and encouraging juvenile compliance with sending state probation/parole conditions including restitution and community service.
- Reporting using the ICJ Form IX Quarterly Progress, Violation or Absconder Report as directed by ICJ [500](#) series rules. The caseworker routes the report within JIDS to ICJ staff who review behaviors and progress within the report. ICJ staff then route the report in JIDS to the sending state ICJ office.
- Supporting victim notification requirements if requested by the sending state.

### **Referral Receipt- Making Initial Contact**

The caseworker must make at least three contact attempts within the first 10-calendar days after referral receipt. Contact must be made with the juvenile or the adult identified in the ICJ Form IV, Parole or Probation Investigation Request.

Contact efforts include but are not limited to:

- Telephone calls.

- Certified letters.
- Driving to the home.

Leaving voicemail or lack of telephone response during the period will count as an attempt. If no contact is made within 10-calendar days, the caseworker must notify their supervisor and ICJ staff and continue efforts to make contact.

If contact is not made, the caseworker must expand search efforts using the following:

- Search of BRIDGES for family and possible address.
- Check of local schools for enrollment/attendance.
- Check of social media.

### **Scheduling and Making the ICJ Home Evaluation Visit**

If the juvenile referred for transfer of supervision is living in the Michigan residence prior to home evaluation completion, the caseworker must attempt to complete the home evaluation and is not obligated to accept supervision. Supervision responsibility remains with the sending state until the juvenile is living in the Michigan home and the home evaluation is accepted by the Michigan ICJ staff.

Once contact is made, the caseworker must schedule a home evaluation visit within 20-calendar days of referral receipt. If the home evaluation visit is delayed, the caseworker must notify their supervisor and ICJ staff.

While preferred, the presence of the juvenile during the home evaluation visit is not mandatory and does not justify delaying the home evaluation.

### **Criminal History and Central Registry Checks**

The caseworker must promptly initiate criminal history and central registry checks on all adults living in the home. Adults in the home include siblings in the home 18 years of age or older and all other adults.

The caseworker must notify ICJ staff if an adult refuses to provide information for the checks or if the checks will be delayed.

Checks must include:

- Name.
- Date of birth.
- Race.
- Gender.
- Relationship to the juvenile.
- Date of criminal history check and results.
- Date of central registry check and results.

The caseworker must record the information in the ICJ Form VIII Home Evaluation Report or in another document within the JIDS file.

The caseworker must comply with the criminal history disclosure and report documentation requirements in [SRM 700; see Law Enforcement Information Network \(LEIN\)](#).

If checks reveal information which may cause denial, the caseworker must notify their supervisor and ICJ staff and apply the criteria of [FOM 722-03B, Relative Engagement and Placement](#). If checks reveal no information which could cause denial, the caseworker must state this in the report.

Information voluntarily disclosed during the visit augments but does not take the place of the criminal history and central registry checks.

### **Completing the ICJ Home Evaluation Report**

If the caseworker becomes aware of a juvenile's plans to move or an actual move occurs prior to completion of the home evaluation, the caseworker must notify their supervisor and ICJ staff with the new address, phone, and date of move (planned or completed).

The caseworker and supervisor must complete the ICJ Home Evaluation in JIDS no later than 30-calendar days after the referral is received.

If the 30-calendar day limit is approached and contact efforts (such as telephone, certified letter, and driving to the home) remain unsuccessful, the caseworker and supervisor must complete the home evaluation recommending denial of supervision due to lack of

contact. The caseworker must document all attempts to establish communication including dates of attempts, means of attempt and results in the home evaluation.

### **Acceptance or Denial Considerations**

Acceptance or denial of supervision must be based on observations and facts documented in the report and consistent with the requirements in the 400 series ICJ rules. The juvenile's age and offense may not be used as a basis for denial.

If the provider is a parent or legal guardian and the other parent does not live in the sending state, ICJ rules require mandatory acceptance of supervision.

If this occurs, the caseworker must recommend acceptance or denial based on their assessment of the home with the understanding that ICJ staff may override the recommendation and accept supervision.

If the caseworker and supervisor recommend denial of supervision for any reason, the caseworker and supervisor must route the report via JIDS and notify ICJ staff.

Prior to recommending approval of a home evaluation, the caseworker and supervisor must satisfy themselves that the placement is suitable, and that the juvenile (if present in the state) appears to be following the terms of probation/parole. The caseworker must notify their supervisor and ICJ staff of any concerns.

Michigan is under no obligation to accept supervision just because a juvenile is present in the state. However, mandatory acceptance provisions always apply.

### **ICJ Supervision in Michigan**

If services are directed by the sending state or determined appropriate and payment responsibility is not defined, the caseworker must ask the supervising adult in the home if they will pay for or use their insurance to pay for the services.

If those options are not viable, the caseworker must determine if the juvenile is eligible for Medicaid coverage and if Medicaid will cover the service.

If Medicaid or other insurance coverage is not viable, the caseworker must file a service funding request in the JIDS file and notify ICJ staff. The request must include:

- The service(s) requested and the reason for doing so (for example, court order, determined need, etc.).
- A written statement that the placement provider has been requested to fund the service and is unable to do so.
- A written statement that Medicaid has been checked and the juvenile is either not eligible for Medicaid insurance or the service is not Medicaid reimbursable.
- The number of services needed (sessions, hours, etc.).
- The cost (unit and/or total cost).
- The vendor name, address, and phone number.

The caseworker or supervisor must conduct face-to-face visits with the juvenile at least once every calendar month beginning the first calendar month after supervision starts.

A visit is not required in the month if the juvenile is in absconder status at the end of the month or the ICJ case closes.

Other means of contact such as email, texting or phone calls may not be used as substitutes for monthly face-to-face visits. When face-to-face contact is not possible due to situations such as a communicable household illness, video conferencing may be considered when approved by a supervisor.

Visits must be documented in MiSACWIS.

The caseworker must monitor the juvenile for compliance with the sending state court terms of parole/probation (for example, school attendance, community service, etc.) including:

- Reviews of the sending state parole/probation rules with the juvenile and the provider to encourage completion of court-ordered community service and payment of court-ordered restitution and fees.

- Submission of ICJ Form IX reports in accordance with the ICJ [500](#) series rules including:
  - ICJ Progress Reports.
  - ICJ Violation Reports due when the juvenile is not compliant with parole/probation rules or when the youth is arrested, detained, jailed, or violates the law.
  - ICJ Absconder Reports when the juvenile cannot be located, or the juvenile's location cannot be determined by the provider or caseworker.

Any submitted ICJ Form IX reports satisfies requirements for report timeliness.

For ICJ Form IX reports, the caseworker must code the report based on documented behaviors:

- **Progress Report:** Select *Continue Supervision* or *Request Discharge*. *Request Discharge* may be used when within 90 calendar days of parole/probation expiration or when the juvenile's behavior and exemplary progress warrants this recommendation.
- **Violation Report:** Select *Continue Supervision* or *Request Revocation*. Continue supervising the case.
- **Absconder Report:** Select *Request Revocation*. Continue search efforts with a home visit, meeting with the family, and contacting the juvenile's school and any place of employment. Immediately notify ICJ staff if information about the juvenile is found.

## Special Situations

If allegations of abuse/neglect for ICJ juveniles become known, caseworkers must contact the MDHHS Central Intake Hotline, 855-444-3911, and notify ICJ staff; see [APR 200, Mandated Reporter - Child](#).

Supervision must continue even if the court orders the juvenile removed from the home.

If an adult provider notifies the caseworker that they have lost contact with the juvenile or the caseworker is unable to make routine contact with the juvenile within a reasonable period, the

caseworker must notify their supervisor and ICJ staff and complete an ICJ Form IX coded as an Absconder Report requesting revocation.

The caseworker must continue search efforts to reestablish contact or determine where the juvenile is located. The caseworker must provide status updates to their supervisor and ICJ staff.

If a juvenile moves to a new address while under ICJ supervision, criminal history and central registry checks are not required in the new home unless there are new adults living in the home. The caseworker must document the move and evaluation of the home in a new ICJ Form IX Report and either document new checks or explain why they were not required. The ICJ Form IX must be completed within 90-calendar days of the previous report.

If new adults come to live in a home where the juvenile is supervised, the caseworker must complete the checks and a new ICJ Form IX Progress Report completed within 90-calendar days of the previous report.

If a juvenile requests to travel outside Michigan for more than 24 hours, the caseworker must submit an ICJ Form VII, Out-of-State Travel Permit and Agreement to Return, in accordance with ICJ [rule 801-1](#) and MDHHS policy [ICM 170, Interstate Compact for Juveniles Travel Permits](#).

The placement of a child who has not been adjudicated for delinquency or who requires residential services is administered under the ICPC and the following policies:

- For adoption cases, see [ICM 120, Interstate Adoption Procedures](#).
- For foster care cases, see [ICM 130, Interstate Foster Care Procedures](#).
- For residential placements (delinquent or non-delinquent), see [ICM 140, Interstate Residential Care Procedures](#).

## ICJ Case Closure

If the caseworker receives a court order or other information relative to case closure (for example, the juvenile claims the case has been closed), they must contact the ICJ staff with the documentation. While confirmation is pending, the caseworker must continue to supervise.



If the ICJ case is closed in JIDS, the caseworker must close the case in MiSACWIS using the *Administrative Case Closure*.

## ICJ TRANSFER OF SUPERVISION REFERRAL FROM MICHIGAN

The use of local border agreements or placement orders that violate the ICJ is not permitted.

Caseworkers may submit ICJ referrals for transfer of supervision from Michigan to other states. When possible, caseworkers must contact ICJ staff at least 45-calendar days prior to sending the juvenile from Michigan.

Caseworkers must ensure that ICJ transfer of probation supervision is consistent with service/treatment plans and the permanency goal.

Juveniles who require in-patient hospitalization or residential services may not be considered for ICJ transfer of supervision until they are discharged or nearing planned discharge.

When the juvenile has an open delinquency case and an open abuse/neglect case, both the ICJ and the ICPC apply.

Caseworkers must make separate referrals for each compact. One caseworker may make both referrals, or the referrals may be split between separate delinquency and abuse/neglect caseworkers.

Prior to submitting a referral, the caseworker must contact the placement provider in the receiving state and explain the provider's role and responsibilities regarding the juvenile including adequacy of family finances, health, available transportation, living space/storage and ability to meet the juvenile's health and medical needs.

When considering supervision by someone other than a parent or legal guardian, the caseworker may recommend a guardianship or limited power of attorney to provide the provider with the legal authority to act on the juvenile's behalf in such matters as school enrollment, medical treatment and applying for government benefits.

If the juvenile travels to the receiving state prior to home study acceptance and the receiving state then denies ICJ supervision, the

caseworker and supervisor must plan to return the juvenile back to Michigan within five business days.

The following additional requirements must be considered in any ICJ transfer referral to another state:

- Authority to retake a juvenile is based on a completed ICJ Form IA/VI, Application for Services and Waiver, within the supervision referral.
- The caseworker must work with the adult provider in the receiving state to move the juvenile from Michigan to the placement. Use of commercial airlines must be coordinated in advance with ICJ staff, MDHHS-Travel and the MDHHS travel agent.
- Caseworkers must follow the [400](#) series ICJ rules regarding transfer of supervision referral content and use of JIDS. If placement is planned less than 45-calendar days from submittal, the caseworker must include a completed ICJ Form VII, Out-of-State Travel Permit and Agreement to Return.
- The referral includes a written request to the receiving state ICJ office for criminal history and central registry checks for all adults in the home as well as visits each calendar month by the receiving state worker. Should the receiving state be unable or unwilling to conduct checks or visits, the sending caseworker and supervisor may choose to discontinue placement plans, return the juvenile to Michigan, or continue with the placement.

## LEGAL BASE

Interstate Compact for Juveniles Act, 2003 PA 56, as amended, MCL 3.691 et seq.

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(a)(I)

## POLICY CONTACT

Questions about this policy item may be directed to the ICJ Policy Mailbox at [MDHHS-MI-ICJ@michigan.gov](mailto:MDHHS-MI-ICJ@michigan.gov).